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M6242R
1956/57

Eastern Michigan College
Annual Report of the Librarian
1956/57

Dec 7

Each of my last four annual reports has been a lengthy document which has told in considerable detail the story of progress and change in the College Library. This year's report will be relatively brief and will point out the highlights of the years activities. For a fuller statement of the College Library's activities during 1956/57 one can consult the reports of library departments in the Librarian's office.

The Library staff has continued its high level of service to readers and has proceeded steadily and persistently with a program for making materials easily accessible to students and faculty. The collection has shown a steady, well-directed growth with most of the faculty participating in book selection. The recataloging project begun in 1952 continues at the rate of almost 3500 volumes per year, an impressive figure when one considers that this is done in addition to the current cataloging, which has about doubled in volume since 1952.

Although many things have been accomplished which ought to receive special mention only two especially outstanding achievements will be noted here. The first is in the area of duplicates and exchanges. Since 1952 we have been working doggedly at the task of clearing out duplicate and obsolete materials which have been taking badly needed space in our basement stacks. When Cecil McLeod arrived on the staff last fall he tackled this problem and through our affiliation with the A.C.R.L. Duplicates and Exchange Union and the United States Book Exchange managed to place over 1800 items in libraries around the country. In return for these items the Library received 1888 periodical issues, the total value of which was almost \$700. Just as important was the space that was released for "live" material.

The other outstanding activity was the special project Mrs. Roberta Keniston carried out for the purpose of developing the fiction collection and related biographical and critical works about the eighty-eight novelists concerned. As stated in Mrs. Keniston's report, "The project resulted in an inventory of works by the authors under study already in the library, repair of worn copies, replacement of missing or worn-out copies, and ordering of their better-known in-print novels not in the collection and of the major critical and biographical studies of these authors if we did not have them. In all, 966 titles were inventoried and 313 were ordered." The Field Services Division financed the purchase of the added titles and has indicated a willingness to do the same for similar projects in other areas of the collection.

The collection has been further strengthened by the acquisition of 144 volumes of periodicals purchased through funds supplied by the Graduate Division. These volumes fill in many gaps and provide research materials increasingly in demand by graduate students. If funds can be devoted regularly each year to this purpose, we should develop an excellent collection of journals, especially in the area of Education.

Innovations worthy of mention are the use of multiple order forms and the simplification of State order procedures. The former involves the use of commercially printed 3"x5" order slips in quadruplicate which has made it possible to reduce the number of typing operations in the acquisitions procedure, to say nothing of the increase in ease of handling. The simplification of State order

procedures is related to the first-mentioned improvement, for the book dealer now receives our book orders on slips (one of the multiple order forms) and those go to him directly, completely by-passing the State Purchasing Office. This makes possible more rapid delivery and books reach the reader so much sooner.

An innovation planned for the circulation department will be put into operation in the fall of 1957. Plans have been completed for the use of IBM cards as call slips, a procedure which will eliminate the need for tabbing call slips for overdues and which should facilitate the handling of circulation charges. An important by-product of this circulation system is the opportunity for circulation studies which the IBM card makes possible.

Space continues to be a number one problem for the Library and until we get an addition to the present building reader space will become progressively scant. In 1955/56 we were able to seat 10.7% of the student body in the College Library. During the past year the percentage was reduced to 9.3%, and this fall we expect the figure to fall to 8.1%. If enrollment continues to increase at the same rate, reader space will be at a premium before the library addition is constructed. Meanwhile improvisation will be necessary if we are to provide reader space.

Stack space, likewise, is a problem but that should be alleviated if the budget request for stack equipment is approved for 1958/59. Subject to administrative and legislative approval, we can equip our 5th level stacks and make room for about 20,000 volumes, which will allow us to shift our present collection and make room for another four or five years growth. At the same time, plans are being made for the establishment of an Education library in the second floor reading room opening into the 5th level stacks.

Space for staff has also become a problem and as we add new staff we are hard pressed to provide work space for them. We had hoped to have the catalog department moved into the basement with the order department last fall, but we were unable to secure proper ventilating equipment to make the move possible. If we can achieve this before this September we will make the move then and release the present catalog department room for microfilm reading and our historical collection.

Our professional staff was strengthened this past year by the appointment of Cecil McLeod and Penelope Bullock, periodical and binding librarian and assistant reference librarian, respectively. Two new clerical appointments, Mrs. Ellen Taylor and Mrs. Lillian Wilson gave us much-needed help in the periodicals-binding and catalog departments.

We were sorry to lose Mrs. Roberta Keniston, reference librarian and assistant librarian, at the end of the spring semester. She has accepted a position as librarian in charge of the new undergraduate library at the University of Michigan. Mrs. Keniston during her five years at Eastern Michigan College has made a lasting contribution and I know that she will be missed by students and faculty. We were fortunate to find a replacement for her in the person of John L. Hafenrichter, who is presently employed at the University of Michigan and who has had an excellent background of college teaching and library service.

I want to express my personal appreciation to our highly competent and hard-working library staff without whose help the year's accomplishments would not have

been possible. I want to say, too, that the support and understanding of the Office of the Dean of Instruction has been greatly appreciated by the entire library staff.

Respectfully submitted,

Walfred Erickson
Librarian
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APPENDIX
LIBRARY STATISTICS
July 1, 1956 - June 30, 1957

Catalog Department

	<u>College</u>	<u>Roosevelt</u>	<u>Rackham</u>	<u>Total</u>
Total Volumes 7/1/56	100,246	12,977	3,607	116,830
Volumes Added	5,392	295	103	5,790
Volumes Withdrawn	1,105	350	2,135	3,590
Net Volumes Added	4,287	-55	-2,032	2,200
Total Volumes 6/30/57	104,533	12,922	1,575	119,030
Volumes recataloged				3,817

Circulation and Reference Departments

	<u>Faculty</u>	<u>Students</u>	<u>Total</u>
Home Use of Books:			
General Books	4,126	41,972	46,098
Reserve Books	170	7,300	7,470
Children's Literature	433	5,789	6,222
Textbooks and Courses of Study	55	4,066	4,121
Correspondence		297	297
Total 1956/57	4,784	59,424	64,208

Books and Periodicals			
Used in the Library:			
General Circulation			16,604
Reserve Books			32,185
Total 1956/57			48,789

Home Use of Pamphlets	<u>General File</u>	<u>Education File</u>	<u>Total</u>
	5,765	2,542	8,307

Grand Total Circulation 1956/57			121,304
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Uncataloged Pamphlets added	<u>General File</u>	<u>Education File</u>	<u>Total</u>
On Hand 7/1/56	10,062	4,695	14,757
New Items Added	2,536	1,435	3,971
Withdrawn	109	20	129
Net Total Added	2,427	1,415	3,842
On Hand 6/30/57	12,489	6,110	18,599

Interlibrary Loans 1956/57	<u>Faculty</u>	<u>Students</u>	<u>Total</u>
	7	--	7

Bibliographies Prepared	4 (80 entries)
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APPENDIX
SUMMARY OF STATISTICS

Circulation Department

	<u>1954/55</u>	<u>1955/56</u>	<u>1956/57</u>
Circulation for home use	58,232	78,187	72,515
Circulation for use in library	46,843	45,152	48,789
Total circulation	105,075	123,339	121,304

Catalog Department

Volumes added	3,702	5,042	5,790
Volumes withdrawn	3,106	1,249	3,590
Net volumes added	596	3,793	2,200
Volumes recataloged	3,049	3,196	3,817

Pamphlet Collection

Pamphlets added	2,477	3,872	3,971
Pamphlets withdrawn	271	2,717	129
Net pamphlets added	2,206	1,155	3,842



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EASTERN MICHIGAN COLLEGE
ANNUAL REPORT OF THE LIBRARIAN
1955/56

During the past four years there has been an almost phenomenal increase in use of the College Library by students and faculty, creating problems of space and personnel which became acute during the past year. Although more detailed statistics can be found in the appendix to this report, Table 1 (page 2) shows that circulation of materials for home use increased 124.5% during the period 1952/53 (the first year of the present library administration) through 1955/56. During this same period enrollment increased 52.2%, while the budget for books, periodicals, and binding increased 60.4%. When we consider that during these four years library staff has increased only 23.3% and reading space has remained constant, it is easy to see the problem that has beset the library during 1955/56.

Public Service

Circulation and reference services are directly correlated with increased enrollments, and at times during the past year the staff in these departments was barely able to meet the demands of the students and faculty. In the circulation department a shifting of books on three stack levels made space in ever-tightening stacks, relieving only temporarily a situation which will become acute in two years time. Insufficient student help for stack and desk work has been a problem in this department, becoming especially serious in the second semester when student hours had to be cut to absorb the wage increase granted student assistants in February. Hours of opening had to be curtailed to meet this cut and important library services suffered. The annual inventory of faculty loans unfortunately had to be temporarily discontinued for lack of student help.

Browsing corner materials continue to be popular with the students, and during the past year the collection was increased by more than 100 titles, most of which were gifts of The E. Estelle Downing Fund. A popular addition to the browsing collection was a collection of paperbound books which are inexpensive and simply processed.

The reference department has continued its program of instruction on an individual and classroom basis. A total of 30 classes were given lectures in the reference room on the use of the library while 15 classes visited the curriculum materials laboratory for instruction in the use of those materials. The library handbook, A Guide to Good Library, was revised during the year by Mrs. Keniston and has been used well by new students.

The reference department has worked systematically in the development of its collection of useful reference tools and during the year filled in many gaps in our collection of books indexed in Essay and General Literature Index and Ottemiller's Index to Plays in Collections. Besides developing the reference collection, the reference department has taken the major responsibility for the development of the general collection in areas not fully taken care of by departmental requests. A notable addition to the reference collection was Great Books of the Western World, a gift of the Old Dominion Foundation.

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COMPARATIVE STATISTICS
SHOWING PER CENT OF INCREASE OVER 1952/53

Circulation
for
Home Use

Staff
Prof. Non-prof*

Book Budget

Enrollment

%

Year	Circulation for Home Use	%	Staff Prof.	Non-prof*	%	Book Budget	%	Enrollment	%
1952/53	34,832	0	7	6.3	0	\$10,720	0	2,266	0
1953/54	46,440	33.3	8	6.2	6.8	13,565	26.5	2,445	7.9
1954/55	58,265	67.3	8	7.2	14.3	15,600	45.5	2,790	23.1
1955/56	78,187	124.5	8	8.4	23.3	17,200	60.4	3,450	52.2

*Includes student help equated to full-time persons.

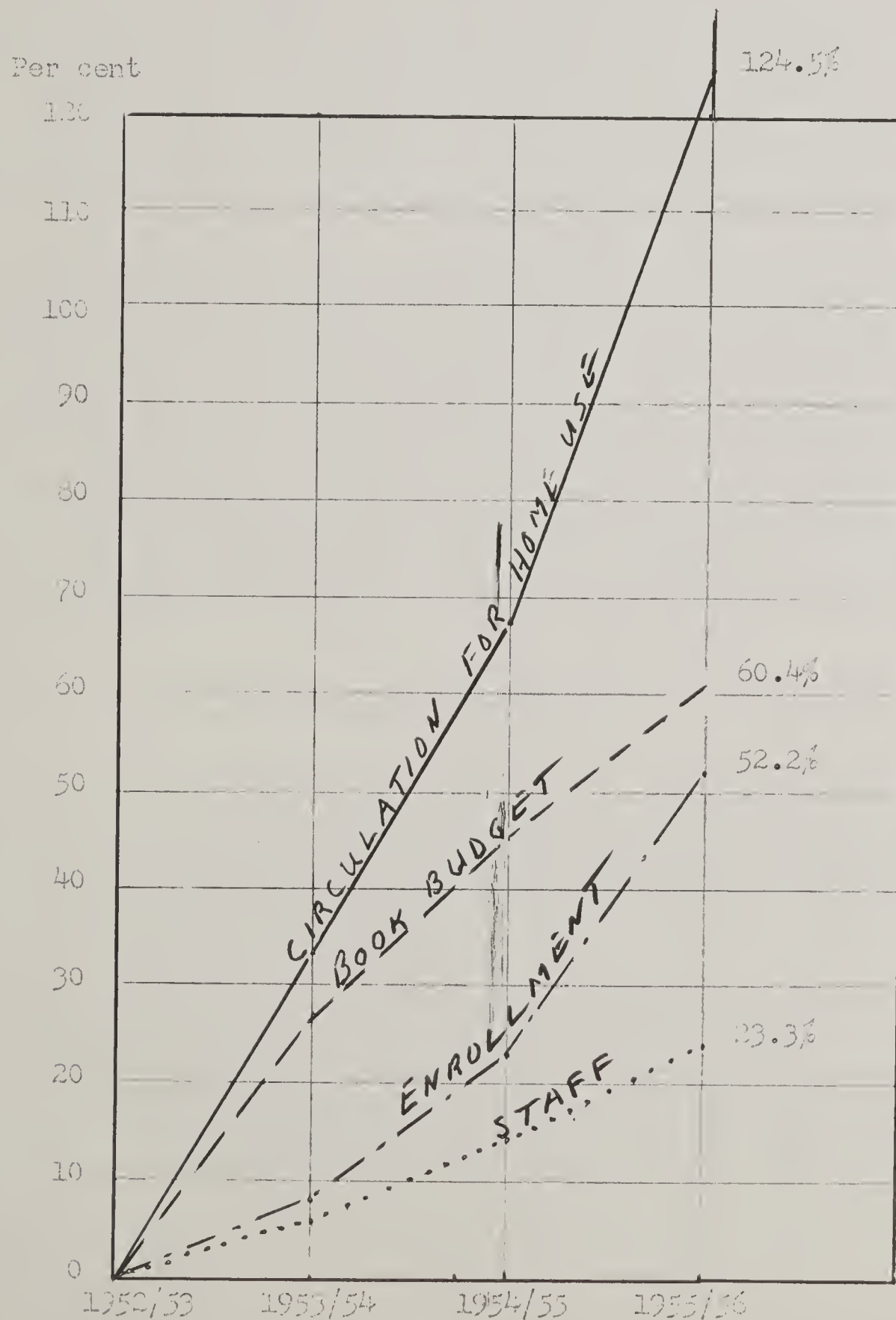


TABLE I

During the year the library's curriculum materials laboratory was expanded considerably. A committee from the Education Department headed by Dr. Robert Fisher assisted Miss Stevens in locating new materials, and a part-time graduate assistant, Harold Bjornstad, was appointed to assist Miss Stevens in the reorganization of some of the materials. A noticeable increase of interest in those materials was the result of the emphasis given this collection.

Technical Services

The cataloging statistics appended to this report indicate a healthy trend. You will note that 5,042 volumes were added during the year, as compared with 3,702 for the previous year, and that 1,249 volumes were withdrawn, as compared with 3,106 withdrawals for 1954/55. As recataloging continues withdrawals will be heavy, but we are past the period when withdrawals almost equalled the number of volumes added.

The collection has been cleaned up generally with the recataloging of 3,196 volumes, and many sets previously virtually inaccessible because of poor cataloging have been given a proper place in the stacks. A notable achievement of the department was the recataloging of the reference collection, a much-needed accomplishment. The latter effort slowed up the recataloging of the Education books in the general collection, which will probably be completed next year. I might point out that volumes added, withdrawn, and recataloged totaled 9,487, a remarkable output for two professionals and student help amounting to 40 hours per week during the school year.

Three years of hard work with our periodicals collection came to fruition last fall when the visible index of periodical holdings was completed and put into operation. This gives us a single record of our periodicals and represents a major improvement in library facilities. An increased periodicals and binding budget made possible the addition of a number of new periodical titles and the binding of many back sets. A special effort was made to procure missing issues and to complete files, bringing the periodicals collection up to probably its highest point of usefulness in the history of the college. The last ten years of 110 of the most frequently used periodicals were transferred to the periodicals reading room where students have open access to them. Having these out where students can help themselves has taken a good deal of pressure off the circulation department during the past year and has resulted in better service to the students.

Staff Activities

With the retirement of Mrs. Hazel Hanna last summer Miss Florence Stevens was made reserve room librarian in charge of reserve books, children's literature, and the curriculum materials laboratory, and Bradley Maxim was appointed assistant cataloger. The addition of Mrs. Myrtle Weston as clerical assistant in the circulation department strengthened that department.

We are sorry that Mr. Donald C. Dickinson is resigning at the end of the 1956 summer session to accept a position at Kansas University. He has been an able member of our staff and will be missed by faculty and students. We are fortunate to have found a replacement for him in the person of Miss Penelope Bullock, a member of the reference department of the Detroit Public Library for the past nine years. Mrs. Roberta Keniston, head of our reference department, was appointed assistant librarian.

Mr. Cecil R. McLeod has been appointed periodicals-binding librarian to begin

work in September, a position which has long been needed on our staff. With the appointment of Mr. McLeod and a non-professional assistant, Mrs. Elizabeth Ellen Taylor, Mr. Kelly, who has been handling periodicals, can devote full time to circulation department responsibilities, and Mr. Erickson, who has handled mending and binding, can devote full time to pressing administrative problems. Mr. McLeod comes to us from North Carolina State College where he has been serials librarian.

Other appointments for the next year include Mrs. Lillian R. Wilson, catalog department clerk, and Mrs. Lee G. Wilkie to replace Miss Stevens temporarily while the latter takes leave for one year to complete her M.S. in L.S. at Rutgers University.

The library staff has been represented well by membership of various staff members in the American Library Association, Michigan Library Association, Michigan Education Association, National Education Association, American Association of University Professors, and Ann Arbor Library Club. Mr. Erickson served as chairman of the committee on Bibliographic Research for the Teachers College section of the Association of College and Reference Libraries and was an active member of the statistics committee of that organization. He also served as chairman of the Council of Librarians of the Michigan Colleges of Education during the past year, and locally he served as president of the Ann Arbor Library Club. On our campus the library staff has been represented on various committees of the general faculty and in local professional organizations.

Publications of the library staff members include the revision of A Guide to Your Library, by Roberta Keniston, and several publications in whole or in part by Mr. Erickson in his work on the above named committees. Included are "Teachers College Library Statistics," published in the January, 1956 issue of College and Research Libraries; "Index of Education Periodicals," published in the December, 1955 issue of Teachers College Journal; and "Financial Support for Libraries in Michigan State Teachers Colleges," a study made by the Council of Librarians of the Michigan Colleges of Education.

Program for Next Year

Major changes planned for next year involve the order, catalog, and circulation departments. Plans are being made for streamlining order procedures by the use of commercially printed multiple order forms which will reduce typing operations and which will require the faculty member to submit a single book request slip to the library instead of the present odd-size multiple slips he must fill out in quadruplicate under the present system.

Also planned for fall is the moving of the catalog department to the basement to share quarters with the order department. In the same move the order department will take over about half of the room now assigned to mending and binding. New shelving and index tables are being constructed and fluorescent lighting is planned for the latter room. It is hoped that arrangements can be made for adequate ventilation of these rooms, an important factor in making this move. In bringing these departments together physically there is the disadvantage of taking the catalog department farther from the public catalog, but there are enough compensating features to make the move necessary and worthwhile.

The room left vacant by the catalog department will be used to house the Eastern Michigan College historical materials, a collection which will grow rapidly now that an historical committee has been appointed and is actively engaged in collecting materials. The room will also be used to house our microfilm and microcard readers which now have an unsatisfactory location in the library.

Plans have been made for some renovation of the circulation desk in order to give more work space behind the desk and to afford a better control of materials taken from the stacks by students and faculty members who have access to the stacks. Careful study will be made of circulation routines and all unnecessary steps will be eliminated. With circulation increasing every year it is imperative that we establish a system that will work with maximum efficiency.

Major Library Needs

Major needs of the college library fall into three areas; staff, building and book budget. With burgeoning enrollment and a disproportionate increase in the use of library materials these three needs become crucial and if not met can cause a near breakdown in library service.

1. Staff: Table 1 shows very clearly that while staff has increased 23.3% since 1952/53, enrollment has increased more than twice that, the book budget almost three times that amount and circulation for home use more than five times the percent of increase in staff.

This year for lack of student staff we were forced to close the library on Saturday afternoon during the latter part of the spring semester, we were unable to give proper care to our book collection, and service generally suffered. Because of insufficient professional staff we were unable to provide reference help to students on Saturdays. We ought to have enough professional staff so that we could staff the library adequately daily and still be able to provide at least two professional librarians each evening the library is open and one on Saturday and Sunday.

One professional and two non-professionals are being added in 1956/57 but this will not completely solve the problem. Estimating an enrollment of 4,000 for next fall this will give us a student-staff member ratio of 307.7 to 1 as compared with 345 for 1955/56. In a study of 19 midwestern teachers colleges made in February of 1956 by the Council of Librarians of the Michigan Colleges of Education, it was found that the college library at the median had a ratio of 271.7 to 1 while libraries at Ball State, Eastern Illinois, Northern Illinois, for example had ratios of 183.0, 187.8, and 233.5 to 1 respectively. Our problem is that we began with a staff so sub-standard in terms of numbers that although we add staff members in what appears to be extravagant measure, we improve our situation slowly.

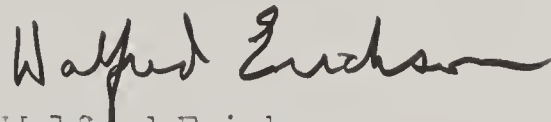
2. Building: It is generally agreed by library building experts that a library should be planned to seat between 25 and 40 percent of the student body. Our library can seat 371 persons. During the past year this amounted to 10.7 percent of the student body. With an estimated enrollment of 4000 for next year the percentage will decrease to 9.3 percent. If our enrollment continues to increase in this proportion, we will be able in 1960 to seat between five and six percent of our student body. Needless to say at peak times of library use this past year it was difficult for a student to find a place to study. What the situation will be two or three years from now is easy to estimate.

To meet this approaching crisis two things must be done: (1) we must plan for temporary relief of the situation, and (2) we must begin plans immediately for a new building or a large addition to the present building. Plans have already been submitted to the office of Dean of Instruction for the equipping of the 5th level of our stack area, but this is only the beginning. It would be well to give thought to flooring in the area directly over the circulation lobby to create a reading room to open into the reserve room. These two projects would do a great deal toward relieving the situation, and at the same time the building plans could be in progress.

3. Book budget: Although our book budget has increased 60.4 percent since 1952, we are still far below standard when compared with what other good college libraries are spending. During this past year we spent \$4.69 per student for books, periodicals, and binding. In the study made by the Council of Librarians last February it was found that the college library at the median spent \$7.10 per student and colleges such as Kansas State at Emporia, Kansas State at Pittsburg, Northern Illinois, and Eastern Illinois spent \$14.88, 13.73, \$11.99. and \$9.46, respectively. Again, while we are making substantial progress in comparison with the pre-1952 budget, our budget was so far sub-standard at that time and the enrollment is increasing so rapidly that what appears to be liberal increases are still not enough to bring us up to the level at which we should be.

Despite the problems of insufficient staff, crowded conditions, and an inadequate book budget the year 1955/56 has been a good one for the college library. What we have lacked in numbers has been compensated for by the quality of the library staff. What success we have had is due to the intelligence, resourcefulness, professional zeal and ability, and loyalty of the individual members of the library staff, and to them I am sincerely grateful.

Respectfully submitted,

A handwritten signature in cursive script that reads "Walfred Erickson". The signature is written in dark ink and is positioned above the printed name and title.

Walfred Erickson
Head Librarian

APPENDIX
SUMMARY OF 1955/56 STATISTICS
COMPARED WITH THOSE OF 1954/55

<u>Circulation Department</u>	<u>1954/55</u>	<u>1955/56</u>
Circulation for home use	58,232	78,187
Circulation for use in library	46,843	45,152*
Total circulation	105,075	123,339
 <u>Catalog Department</u>		
Volumes added	3,702	5,042
Volumes withdrawn	3,106	1,249
Net volumes added	596	3,793
Volumes recataloged	3,049	3,196
 <u>Pamphlet Collection</u>		
Pamphlets added	2,477	3,872
Pamphlets withdrawn	271	2,717
Net pamphlets added	2,206	1,155

* This decrease can be accounted for by the fact that the last years of 110 frequently-used periodicals were transferred last fall from the stacks to open shelves in the reading room. Thus, statistics of use are no longer available for these periodicals.

APPENDIX
LIBRARY STATISTICS
July 1, 1955 - June 30, 1956

Catalog Department

	<u>College</u>	<u>Roosevelt</u>	<u>Rackham</u>	<u>Total</u>
Total Volumes 7/1/55	96,641	12,885	3,511	113,037
Volumes Added	4,561	385	96	5,042
Volumes Withdrawn	956	293	0	1,249
Net Volumes added	3,605	92	96	3,793
Total Volumes 6/30/56	100,246	12,977	3,607	116,830
Volumes recataloged	3,169	27		3,196

Circulation and Reference Departments

	<u>Faculty</u>	<u>Students</u>	<u>Total</u>
Home Use of Books:			
General Books	2,871	37,953	40,824
Reserve Books	226	9,155	9,381
Children's literature	1,154	8,272	9,426
Textbooks and courses of study	348	5,007	5,355
Correspondence			232
Total 1955/56	4,599	60,619	65,218

Books and Periodicals

Used in Library:

General Circulation			12,971
Reserve Books			32,181
Total 1955/56			45,152

	<u>General File</u>	<u>Education File</u>	<u>Total</u>
Home Use of Pamphlets	7,685	5,284	12,969

Grand Total Circulation 1955/56 123,339

Uncataloged Pamphlets added.

	<u>General File</u>	<u>Education File</u>	<u>Total</u>
On Hand 7/1/55	10,597	3,005	13,602
New Items Added	2,130	1,742	3,872
Withdrawn	2,665	52	2,717
Net Total Added	-535	1,690	1,155
On Hand 6/30/56	10,062	4,695	14,757

	<u>Faculty</u>	<u>Students</u>	<u>Total</u>
Interlibrary Loans 1955/56	10	---	10

Bibliographies Prepared 4 (144 entries)

UNIVERSITY OF ILLINOIS-URBANA
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1954/55

MICHIGAN STATE NORMAL COLLEGE LIBRARY
ANNUAL REPORT OF THE LIBRARIAN
1954/55

The past year has not witnessed startling changes in the college library, but continued progress was made and was reflected in increased use of library resources. The library staff is conscious of the fact that an emphasis upon service to students and faculty, together with a professional reorganization of technical processes, has paid dividends and that more people than ever before use the library effectively.

Public Services

Reference Department

During the past three years students and faculty have been gradually "discovering" the reference department until now Mrs. Keniston and Mr. Dickinson are pressed to handle all the requests for reference service that come to them. In addition to the daily individual reference service and other professional duties during 1954/55 they gave 52 lectures on the use of the library. Ten of these were freshmen orientation lectures, 29 were given to second-semester rhetoric classes, and the other thirteen to various advanced classes. The Library feels that this is a highly worthwhile activity, but as enrollment increases it may be necessary for lack of staff and library space to curtail this kind of service.

To supplement this library instruction the reference department last year, with the help of other members of the staff, published a handbook, A Guide to Your Library, which proved very successful. About 500 copies were sold during the year at twenty-five cents per copy.

Previously the reference department gave a lecture to summer school students each year on the use of the library, but usually only a small percent of the student body attended. This year instead of giving a lecture Mrs. Keniston and Mr. Dickinson manned a desk at the public catalog during the first week of the session and gave special individual help to students in the use of the catalog and indexes. This was in addition to the service given at the regular reference desk which is always manned by a professional librarian. This proved to be most helpful to new students.

In addition to this important task of giving service the reference department was busy keeping its department in order, selecting and organizing materials, planning exhibits, and weeding its collection. Indexes were checked against the collection and new titles were ordered. Dealers catalogs and special subject bibliographies were examined with an eye toward developing the total collection.

During the year the reference collection was weeded thoroughly during which process many titles were transferred to the stacks and others were withdrawn. At the same time a plan was drawn up for the systematic and routine ordering of reference titles published annually, bi-annually, or at infrequent intervals.

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UNIVERSITY OF ILLINOIS

The use of pamphlets by students and faculty continues to grow phenomenally. This year's circulation of pamphlets from the reference room showed an increase of 89% over last year. In the area of pamphlet materials the reference department reorganized and brought up to date a file on vocational materials.

The Library has established a policy giving unlimited reference service to members of the college administration, since these officers are confined by their duties to all-day office schedules which do not allow them the time for personal research given to members of the teaching faculty. Consequently, the reference staff has devoted an increasing amount of time in bibliographic search and has set up a practice of assembling materials for the administrative officer's examination as research projects are carried out.

Circulation Department

General

With the total circulation of library materials showing an increase of 20.7% over 1953/54 Mr. Kelly and his staff of student assistants were hard pressed at peak periods to give good library service. The staff, which was not increased over the previous year, was not large enough to cope easily with the increased demands for service, but through hard work and loyalty to the Library they managed to do an excellent job regardless. This difficult situation will be greatly improved this next year with the addition of a full-time non-professional assistant in this department. The Library was fortunate to find Mrs. Myrtle Weston for the position.

Early in the year Mr. Kelly effected an improvement in the circulation procedures by incorporating all charges for books in a single numerical file through the use of a tabbing system. This single file now takes the place of six separate files and facilitates the work of locating charges at the desk. It is hoped that next year the procedure can be improved further by the use of an IBM system if the College purchases the equipment.

Crowded conditions in the stacks necessitated an expansion of the entire collection during this past year. Government documents were transferred from the 4th level to the sub-basement and the entire collection was shifted to make more room throughout the four levels. With this shift we should have adequate stack space for several years, but it would be wise to begin making plans for equipping the 5th level with book stacks. New fluorescent lighting in the stack area was installed to the great joy of faculty and students.

An inventory of faculty loans was made again this spring at a considerable cost of professional and non-professional time. This was the third annual inventory of this kind and was met with a discouraging lack of cooperation from a large number of the faculty. Lists of books charged out were sent to faculty members with a request that the books be returned or renewed. Fewer than half of the faculty responded to this letter, and even second and third notices failed to elicit responses from some individuals. Although the Library feels that liberal lending policies should be maintained for the faculty, it does not seem desirable to permit permanent loans

to faculty members. It is hoped that next year the matter of loans to faculty members can be reexamined and a satisfactory plan for their control be devised which will provide for the maximum use of library materials by students and faculty.

Circulation (Reserve, Children's Literature, Curriculum Materials)

Mrs. Hanna and Miss Stevens have continued their good work in this area, and plans for the future call for further development of this part of the library. Next year the education file will be transferred from the reference room to the reserve room as part of a plan to develop a curriculum materials laboratory, the beginnings of which already exist.

Technical Processes

Catalog Department

In the last two annual reports the problems of cataloging and recataloging were discussed at length. These problems still exist and will exist for years. During this past year the catalog department has worked steadily weeding useless materials out of the collection, recataloging materials as time permitted, and cataloging new acquisitions.

It will be noted in the catalog department statistics shown in the appendix to this report that 3702 volumes were added during 1954/55 and 3106 were withdrawn, leaving the net volumes added at 596. From this it would appear that the Library is moving ahead slowly, but actually this is a healthy situation. The withdrawals of the past two years represent an accumulation of materials which should have been withdrawn many years ago. Hereafter there will be withdrawals as the collection is periodically weeded, but they will not be on a large scale.

Recataloging continues to be done systematically and steadily. During the year 3049 volumes were recataloged, including about one-half of the 370's (education) in addition to part of the reference collection and incidental sets.

A task which has taken a good deal of professional and non-professional time in the catalog department during this past year has been the typing of a completely new shelf list of periodicals holdings. While the typing of cards was a clerical job much professional time had to go into the verification of entry, checking with the actual volumes, and the recataloging in many cases for transfer to the regular stacks. As a part of the same project slips were typed for the new periodical file which should be ready for use by fall in the periodicals reading room. This project explains the slight drop in the number of volumes recataloged during this past year as compared with last year's figures.

Acquisitions Department

Mrs. Bates has been actively engaged in searching the second-hand market for periodicals that the library lacks and with meager financial resources

has succeeded in filling many gaps. Our affiliation with The U. S. Book Exchange has been helpful in this regard.

During the year 568 discarded volumes were disposed of through sale to students at McKenny Hall Book Store, to the Grand Rapids Baptist Theological Seminary and Bible Institute, and to Kalamazoo College. Ninety dollars and sixty-eight cents were realized from these sales, but more important than the cash return was the fact that otherwise useless volumes were put into the hands of people who could use them and stack space was cleared.

Gifts of special note included a complete set of the rare periodical Conservator and seven rare volumes by and about Walt Whitman donated by Charles E. Feinberg. At the time the Library received these items Mr. Feinberg made available a display of photostatic copies of many rare Whitman items, which were exhibited in the reference room for several weeks.

Another notable gift to the Library came from the Estelle Downing Fund. Sixty-four books with a total cost of \$194.86 were added to the browsing collection from this fund.

Library Staff

Compared with other libraries of comparable size and objectives our library is seriously understaffed, but in spite of this we have provided service which we feel is superior to that in most libraries. It is only because of the high professional caliber of our staff and their capacity for hard work that this has been possible. With the addition of a new non-professional position in the circulation department we will barely be able to maintain the present student-per-staff-member ratio as enrollment increases next year. We must add new staff each year for the next several years if we are to improve our situation measurably.

At the end of the 1955 summer session Mrs. Hazel Hanna will retire from the library staff after nine years of faithful service. She has been devoted to the cause of reference service to students and faculty and has given generously of her time and talents over and above the call of duty. The College will miss her services when she leaves.

Next fall Miss Florence Stevens will be transferred full time to the reserve room where she will be in charge of reserve books, children's literature, and the curriculum materials laboratory. Mr. Bradley C. Maxim has been appointed full time assistant cataloger to fill the two half-time positions left by Mrs. Hanna and Miss Helen Cheadle, who was appointed on a temporary basis this past year. In June Mrs. Roberta Keniston was officially designated assistant librarian. She retains her position as head of the reference department but will be in charge of the library at any time that Mr. Erickson is off campus.

The library staff has been active as usual in local, state, and national professional affairs through membership in professional organizations, attendance at meetings, and participation in programs and committee work. Noteworthy among these activities was Mrs. Keniston's appearance on a panel sponsored by the Intellectual Freedom Committee at the Michigan Library Association conference last fall. Mrs. Keniston is a candidate for the office

of secretary of the MLA.

Mr. Erickson has served on the Statistics Committee of the Association of College and Reference Libraries during this past year and next year will handle the compilation of statistics for the teachers colleges section. He also serves as chairman of the Committee on Bibliographic Research for the Teachers College Section of the ACRL. At the Midwinter meeting of the American Library Association last February he presented a paper at a meeting of the Teachers College Section.

Locally the staff has been active in faculty affairs and membership in the Ann Arbor Library Club. During the past year Mr. Erickson served as vice-president-president-elect of the latter organization and Mrs. Keniston was active as chairman of the nominating committee. In the spring the College was host to this group as approximately 85 people met at McKenny Hall for a final meeting of the year. Professor Waugh of our faculty was the speaker on this occasion.

On our own campus Mrs. Bates continued her work as pre-registration advisor, as faculty sponsor for a social sorority, a member of the committee on commencement, and a member of the Michigan Education Association social committee. Mr. Erickson served as secretary of the Faculty Council and was elected vice-president of the local chapter of the American Association of University Professors.

Library Budget

Each year since 1952 it has been pointed out in the librarian's annual report that the budget on which this library has had to operate is dangerously low. Slight increases have been granted annually but with enrollments increasing so rapidly there has been only a slight per pupil increase. In a comparison of the amounts spent for books, periodicals, and binding in ten mid-western teachers colleges Michigan State Normal College in 1953/54, (the latest available figures at this writing), ranked next to the bottom with \$5.05 per pupil. Only Western Michigan College of Education was lower with \$4.10 per pupil. Kansas State Teachers College at Emporia ranked highest with \$17.75, and the median for the group was about \$10.00 per pupil. In a sample of 57 teachers colleges for the same year the national median was \$10.78. You will note in the table below how far we are below that figure and what little progress we are making toward reaching the median.

M.S.N.C. Expenditures for Books, Periodicals, and Bindery

	<u>Amount</u>	<u>No. of Students</u>	<u>Amt. per Student</u>
1952/53	\$ 10,920.00	2266	\$ 4.82
1953/54	12,365.00 *	2445	5.05
1954/55	14,900.00 **	2790	5.34
1955/56	17,150.00	3200 (Est.)	5.36

* Includes special allocation of \$1000 toward end of fiscal year.

** Includes \$1200 of Graduate Division funds.

It can readily be seen from the above that the Michigan State Normal College library is holding tenaciously to its low position - and this at a time when the college is attempting to develop a strong graduate program and a program of general education, both of which require greater library resources. At this rate the Library will hardly improve a collection which has suffered for years from unrealistic budgeting. If library service is to be given commensurate with the excellence of this college's reputation certainly we ought to rank at least at the median in comparison with other teachers colleges.

Use of the Library

Since 1952 a determined effort has been made to attract students and faculty to the library. This campaign has been singularly successful as the following table shows:

Comparison of Increase in Library Attendance, Circulation and Enrollment

	1953/54 over 1952/53	1954/55 over 1953/54
Enrollment	7.9%	14.1%
Library attendance	22.3%	25.0%
Library circulation	16.1%	20.7%

From the above it is clear that use of the library is increasing in considerably greater proportion than is enrollment. It should be noted too that the circulation figures do not take into account the library use of materials shelved openly in the reference, periodicals, and reserve rooms. It should be pointed out, also, that the great increase in library attendance means a significant increase in the amount of reference service given in the library, an important fact that does not lend itself well to statistical summary.

The above indicates that the Library is making notable progress despite the handicap of an inadequate budget. We should not delude ourselves into thinking, however, that we can continue to attract students and faculty to the library without providing them with adequate resources when they come here. Even now we find it impossible to fulfill many requests for materials. We have the students coming to the library, but we are often unable to satisfy their requests for materials. Graduate use of our periodicals resources has grown by leaps and bounds and we are constantly being asked for journals which the library does not have. This lack is felt in other areas of the collection, too, but in periodical literature we see our greatest weakness. It is probably safe to say that from this point on library use will increase in direct proportion to the Library's ability to provide adequate resources for the users. It can probably be said, too, that the converse of this is true and that the Library may lose the gains it has made in direct proportion to its inability to satisfy the demands of its users.

The library staff in the last three years has "sold" the library to the students and faculty. It is now up to the college administration to provide adequate library funds if a high level of library use is to be maintained.

Walfred Erickson, Librarian

APPENDIX
LIBRARY STATISTICS
July 1, 1954-June 30, 1955

Catalog Department

	<u>College</u>	<u>Roosevelt</u>	<u>Rackham</u>	<u>Total</u>
Total Volumes 7/1/54	96,295	12,735	3,411	112,441
Volumes Added	3,274	328	100	3,702
Volumes Withdrawn	2,928	178	---	3,106
Net Volumes Added	346	150	100	596
Total Volumes 6/30/55	96,641	12,885	3,511	113,037
Volumes Recataloged	3,049	---	---	3,049

Circulation and Reference Departments

	<u>Faculty</u>	<u>Students</u>	<u>Total</u>
Home Use of Books:	—		
General Books	2564	28474	31,038
Reserve Books	235	18322	18,557
Correspondence	0	170	170
Total 1954/55	2799	46966	49,765
Books and Periodicals			
Used in Library:			
General Circulation			14,905
Reserve Books			31,938
Total 1954/55			46,843
Home Use of Pamphlets:			8,467
Grand Total Circulation 1954/55			105,075

Uncataloged Pamphlets Added:

	<u>General File</u>	<u>Education File</u>	<u>Total</u>
On Hand 7/1/54	9066	2330	11,396
New Items Added	1780	697	2,477
Withdrawn	249	22	271
Net Total Added	1531	675	2,206
On Hand 6/30/55	10597	3005	13,602

Interlibrary Loans 1954/55	<u>Faculty</u>	<u>Students</u>	<u>Total</u>
	33	---	33

Bibliographies Prepared 3 (47 entries)

SUMMARY OF 1954/55 STATISTICS
COMPARED WITH THOSE OF 1952/54

CIRCULATION

	<u>1952/53</u>	<u>1953/54</u>	<u>1954/55</u>
General Circulation	40,919	39,025	45,943
Reserve Books	32,570	43,390	50,495
Correspondence	152	150	170
Pamphlets	<u>997</u>	<u>4,478</u>	<u>8,467</u>
	74,638	87,043	105,075

CATALOG DEPARTMENT

	<u>1952/53</u>	<u>1953/54</u>	<u>1954/55</u>
Volumes Added	2,889	3,640	3,702
Volumes Withdrawn	1,269	5,174	3,106
Net Volumes Added	1,620	- 1,534	596
 Volumes Recataloged	 1,112	 3,474	 3,049

PAMPHLET COLLECTION

	<u>1952/53</u>	<u>1953/54</u>	<u>1954/55</u>
Pamphlets Added	1,611	3,008	2,477
Pamphlets Withdrawn	28,393	690	271
Net Pamphlets Added	-26,782	2,318	2,206

* ATTENDANCE IN LIBRARY

	<u>1952/53</u>		<u>1953/54</u>		<u>1954/55</u>	
	Average	Maximum	Average	Maximum	Average	Maximum
November	39.1	114	48.3	159	58.8	171
March	47.8	140	57.1	193	73.1	197
May	<u>32.7</u>	<u>113</u>	<u>40.9</u>	<u>116</u>	<u>50.7</u>	<u>168</u>
	39.9	140	48.8	193	60.9	197

Percent of attendance increase as compared with enrollment increase.

	<u>1953/54 over 1952/53</u>	<u>1954/55 over 1953/54</u>
Enrollment	7.9%	14.1%
Library Attendance	22.3%	25%

* During five weeks of each year an hourly head count is taken throughout the Library each day and the results are used to arrive at an index figure which can be used locally for comparative purposes from year to year. The second full week is used during the months October, November, March and May, and during the summer session the 3rd full week is used. Because of a break during 1952/53 we were unable to include all five weeks in the comparison. The "maximum" indicates the largest number of people in the library at any one time during the count.

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MICHIGAN STATE NORMAL COLLEGE LIBRARY
ANNUAL REPORT OF THE LIBRARIAN
1953-54

At the close of my annual report for 1952-53 I stated that during 1953-54 we hoped to spend the year consolidating the gains we had made during the previous year. During the past year we have attempted to do that, and I feel that we have been highly successful in achieving our objective. The year was not marked by revolutionary changes, but steady and significant progress was made in the direction we set our course during 1952-53.

Our staff was strengthened last fall with the addition of Donald C. Dickinson, who assumed the position of assistant reference librarian. This addition made it possible for us to provide full time professional supervision over our children's literature, reserve, and textbooks collections, which had previously been handled largely by student assistants. Mrs. Hazel Hanna, formerly Assistant Reference Librarian, who requested that her appointment be reduced from full to half-time, was assigned to handle these special collections on a half-time basis with the help of Miss Florence Stevens, who had previously served full time as Assistant Cataloger. Under the new arrangement, Miss Stevens divided her time between the reserve room and the catalog department, and a new half-time person, Mrs. Helen Spicer, was hired as Assistant Cataloger, giving us the equivalent of two full-time professionals in the catalog department, and one in the area of special collections. This realignment of staff relieved Mr. Kelly, Circulation Librarian, of reserve room responsibilities, and permitted him to devote all of his time to the general circulation and periodicals departments.

General circulation procedures were markedly improved during 1953-54 by several changes instituted by Mr. Kelly. The most significant change in this department was the introduction of a new call slip, a standard 3" X 5" slip of heavier stock than the old, which is filed vertically rather than horizontally. This call slip is a great improvement over the old one and has facilitated the handling of charges. When the new call slip was introduced, a second annual inventory of faculty charges was made and faculty members were requested to renew those books still needed for their work and to return others to the library. An inventory of this sort requires a great deal of work, but the results obtained are well worth the effort.

The efficiency of the circulation department was further improved by the renovation of the circulation desk, making it possible for the student assistant to stand and work at counter height when charging out a book. A lending regulations chart was drawn up and placed under the glass on the desk. A system for reserving and recalling books currently in circulation to students or faculty members was established, a service popular with the students. To expedite the return of library materials, a form letter was drawn up to be used in cases where the first two notices brought no results. This brought about a significant reduction in the number of delinquent overdues. Likewise, a special system was set up for getting a prompt return of materials at the close of the semester, the results of which have been extremely good.

The assistance given by student help in the circulation department has been good as student help goes, but it is difficult to give really good service when students work for only brief periods of time. Consideration should be given to the addition of a full time non-professional assistant in the circulation department to replace some of the part-time student help now employed.

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A notable improvement in our periodicals department is one that is in process, but which will not be fully accomplished until next fall. We have purchased a visible card index cabinet in which we plan to maintain a central record of all periodicals in the library. We have completed an inventory of our periodicals collection preparatory to the typing of index cards, and when the project is completed we hope to have an accurate, easy-to-use record of our holdings. During this past year Mr. Kelly has been making a study of the use of periodicals in our library which should give us useful data regarding frequency of use by title, date, and class level of user. The information will be especially useful to us in determining our binding needs.

Our binding situation was considerably improved this year because of the better service we received from Wagenvoord & Company. Binding shipments have been picked up and returned on schedule, and we have received six weeks service on all orders. This is not equal to the thirty days service which one of the bidders for the state contract offers, but it is a great improvement over the service we had last year. Binding arrearages have been reduced, and we hope that in a few years we shall be concerned only with current binding needs. Again, as last year, we have bound locally many volumes of less frequently used periodicals with an inexpensive plastic material and have mended many more books than we were able to handle last year.

The reference department has been busily engaged during this past year in a program of education in the use of library materials, both on a formal and informal basis. In addition to the general lectures on the use of the library given during freshmen orientation week, twenty-five lectures were given to classes in English composition and to some advanced classes later in the school year. The major part of the work of the reference department, however, consists of work with individual students in their search for specific information, for guidance in obtaining materials in their fields of interest, and for practical help in the use of the library. Teaching formally or informally, Mrs. Keniston and Mr. Dickinson have been eminently successful and the results are reflected in the increased understanding of library practice on the part of the students.

A great deal of time during 1953-54 was devoted to the preparation of a simple, practical handbook which should be a great help to new students in the fall. Since formal instruction in the use of the library is not given until the spring semester, it is hoped that the new handbook will be a helpful guide during the first term and, together with informal instruction by members of the reference department, will make it possible for the new student to orient himself more quickly.

The reference collection has been notably improved during the past year with the addition of many new titles and recent editions of older titles. Perhaps the greatest improvement in the development of reference resources was the checking of printed indexes against the card catalog and the acquisition of more than 200 out-of-print titles to help make these indexes useful. Indexes included were the Short Story Index, Grainger's Index to Poetry, and The Essay and General Literature Index. The effectiveness of these indexes has been increased more than 100%, if the increased number of titles recorded as held by our library can be used as a measure. The development of these resources is an important project and will continue to have a high priority in the reference and order departments. Other important new acquisitions include the New York Times Index, 1952; The New York Times on Microfilm, 1953-date; and The New York Times Critics Review, 1942-date.

The pamphlet file continues to be a useful and popular part of the reference collection, as is testified to by its use as recorded in the statistics appended to this report. This is a constantly changing and expanding collection kept up to date by the reference department.

Many interesting and attractive library displays were arranged by the reference department, including the traveling loan exhibit celebrating the bi-centennial of Columbia University and the special exhibit of government documents prepared as part of the annual Book Exhibit held on our campus.

Special emphasis in the catalog department during 1953-54 has been given recataloging, a project which is sorely needed in our library and one which should be done on a larger scale as soon as additional staff is available to do the job. The number of volumes recataloged was more than three times that of last year, and current cataloging increased 26 per cent. The most dramatic demonstration of what recataloging can accomplish in our library is seen in that part of the collection devoted to the history of the various states. The circulation and reference departments formerly spent literally hours searching for titles in this section, often unsuccessfully, which today can be located in a matter of minutes. If other areas in the collection could be improved in the same way, the effectiveness of the library would be increased immeasurably and the entire library could operate more efficiently. The acquisition last fall of the first large section of Library Of Congress Catalog of Printed Cards has been of inestimable value in the work of the department. It is hoped that the rest of this large set can be acquired next year.

We were sorry to lose the services of Mrs. Helen Spicer, half-time Assistant Cataloger, who resigned at the end of the spring semester. She will be replaced in the fall by Miss Helen Cheadle, who comes to us from the Notre Dame University Library.

During the past year the Library has carried on a vigorous program of weeding out materials of little or no use in the collection and of withdrawing officially titles long since lost. Members of the various academic departments have given advice in their particular fields of study and have made it possible for us to carry on a systematic program of weeding. We hope that we can continue this program next year on a large scale, and thereafter weeding will be steady and routine, but not as large an operation as it has been. The catalog department's part in this work has been to process for discard those materials selected for withdrawal. While in terms of cold statistics it would seem that the Library is not growing as long as the withdrawals outnumber the acquisitions, actually it is a healthy situation.

The relatively brief space allowed the catalog department in this report does not do the department justice, for the notable achievements as seen in the statistical information given in the appendix to this report deserve more detailed treatment than can be given here.

The appointment of Mrs. Virginia Bower as secretary in the Librarian's office, beginning July 1, 1954, fills a personnel gap which has been clearly evident during the past two years and should be a great help to the whole department.

Members of the Library staff have shown a professional enthusiasm in their participation in faculty and library affairs generally. Our library has been represented through its staff members at local, district, state, and national library meetings, with some members serving the profession in official capacities, either as officers or on committees. Locally the staff members have been an active part of the academic community, and several have had important

committee assignments. The head librarians in the four Michigan teachers colleges organized last fall into a Council of Librarians to discuss problems common to the four libraries. Brief as its existence has been, it has proved helpful to all of us, and as time goes on it should become an increasingly useful organization.

The library building has been greatly improved during the past year with the installation of fluorescent lighting in the reading room, and when the lighting planned for the offices and stacks is installed in the fall, ours should be one of the best lighted libraries in the state. The painting of the offices and corridors last winter completed the redecorating job in the library begun the previous year, and has made the building an attractive one in which to study. The two murals painted on the walls at the landing of the front hall stairways by students in Mr. Calkins class in art composition add to the decor of the foyer.

It would be desirable sometime in the future to build an addition to the library building in order to bring together on one floor the order and catalog departments. The problems involved in the separation of these departments will become progressively more serious as the library grows in the next few years. Meanwhile, a lift ought to be installed between the basement and first floor connecting these departments, so that books would not have to be carried up and down stairs. It should be noted, too, that the space allotted to Miss Robinson temporarily for her office is now needed by the library staff, since a full time person has been assigned to take care of the collections housed in the reserve reading room.

Compared with other American teachers' colleges, our library has ranked very low in terms of funds allocated for books, periodicals, and binding, during the past two years. In a sample of 57 teachers' colleges whose statistics were published in the January, 1954 issue of College and Research Libraries the median amount spent per pupil for books, periodicals, and binding was \$10.78, as compared with \$4.73 for our library. In that sample only two colleges spent less than we did in this category. This condition has been improved to some extent by an increase of about twenty-five percent in our book budget for 1954-55, but we should attempt to increase these funds each year, so that within a few years we can at least compare favorably with those libraries who stand at the median in that sample. This is particularly important now as we are attempting to fill in gaps in the collection and to develop what we would like to think will be a first rate library on an undergraduate and graduate level. We have acquired a microcard reader and a new microfilm reader during this past year, and we hope during 1954-55 to develop a strong collection of microcards and microfilm to the extent that our budget will allow.

I have said before and I should like to repeat here, that Michigan State Normal College Library should be and can be one of the best teachers college libraries in the country. To achieve this position we must eventually reclassify, and recatalog our entire college collection; we must maintain the high standards we established for ourselves in the areas of technical processes and public services; and we must carry on an active and intelligent acquisitions program which will insure our building a strong collection of current materials, while at the same time we fill in the gaps which are the result of inadequate budgets of the past.

The position for which we strive and which the college administration, I am sure, would like to see us achieve cannot be reached on our present library budget. The administration must be prepared to pay for the kind of library we ought to have. If, indeed, the Library is the "heart of the college program", we are suffering from a cardiac condition which, though by no means fatal, needs expensive treatment for its cure. We hope that it can be obtained.

Respectfully submitted,

E. W. Erickson
Librarian

APPENDIX
LIBRARY STATISTICS
July 1, 1953-June 30, 1954

Catalog Department

	<u>College</u>	<u>Roosevelt</u>	<u>Rackham</u>	<u>Total</u>
Total Volumes 7/1/53	98,306	12,397	3,272	113,975
Volumes Added	3,158	340	142	3,640
Volumes Withdrawn	5,169	2	3	5,175
Net Volumes Added	- 2,011	338	139	- 1,534
Total Volumes 6/30/54	96,295	12,735	3,411	112,441

Circulation and Reference Departments

	<u>Faculty</u>	<u>Students</u>	<u>Total</u>
Home Use of Books:			
General Books	3301	23084	26,385
Reserve Books	153	15629	15,782
Correspondence	0	150	150
Total 1953/54	3454	38863	42,317

Books and Periodicals

Used in Library:

General Circulation	12640	
Reserve Books	27608	
Total 1953/54	40248	40,248

Home Use of Pamphlets:

4,478

Grand Total Circulation 1953/54

87,043

Uncataloged Pamphlets Added:

	<u>General File</u>	<u>Education File</u>	<u>Total</u>
On Hand 7/1/53	7624	1463	9,087
New Items Added	2040	959	2,999
Withdrawn	598	92	690
Net Total Added	1442	867	2,309
On Hand 6/30/54	9066	2330	<u>11,396</u>

Interlibrary Loans 1953/54

<u>Faculty</u>	<u>Students</u>	<u>Total</u>
22	-	22

Bibliographies Prepared

5 (357 entries)

SUMMARY OF 1953/54 STATISTICS
COMPARED WITH THOSE OF 1952/53

CIRCULATION

	<u>1952/53</u>	<u>1953/54</u>
General Circulation	40,919	39,025
Reserve Books	32,570	43,390
Correspondence	152	150
Pamphlets	<u>997</u>	<u>4,478</u>
Total	74,638	87,043

CATALOG DEPARTMENT

	<u>1952/53</u>	<u>1953/54</u>
Volumes Added	2,889	3,640
Volumes Withdrawn	1,269	5,175
Net Volumes Added	1,620	1,534
 Volumes Recataloged	 1,112	 3,474

Pamphlet Collection

	<u>1952/53</u>	<u>1953/54</u>
Pamphlets Added	1,611	3,008
Pamphlets Withdrawn	28,393	690
Net Volumes Added	- 26,782	2,318

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MICHIGAN STATE NORMAL COLLEGE LIBRARY
ANNUAL REPORT OF THE LIBRARIAN
1952-53

It is always difficult to succeed in a position a person who has given long years of service to the development of a college library, and it is especially hard when the library is one with a long venerable past such as that of Michigan State Normal College. The best years of a succession of librarians have gone into the building of this rich resource of learning, and one is awed at being faced with the grave responsibility of making a positive contribution to the growth of the institution. It is with a real appreciation for the sincere dedication of Miss Elsie V. Andrews and her predecessor, Miss Genevieve Walton, to the development of our library that I have entered upon my duties here.

When the Library staff met for the first time last fall it was the consensus of the group that, excellent though the Library was, a reorganization was necessary if it were to grow with the college and if it were to retain the position of eminence it has held on the campus for so many years. I personally felt very fortunate last fall to be able to bring to the staff such able professional people as Miss Frances Saupe, Mrs. Roberta Keniston, and Mr. John D. Hyatt to head the Cataloging, Reference, and Circulation departments, respectively. With this new "blood" added to the staff and with the generous help and counsel of the incumbent members of the staff I felt that we were well equipped to make the Library a vital center of learning on the campus.

Two weeks before the general faculty arrived on campus last fall the four new members of the Library staff began work in order to examine the Library's organization and its collection, and to attempt in whatever way possible to study the needs of the Library. During this time we took an inventory of the Education section in the stacks (370's) and of the reference collection. This period of preliminary exploration revealed a need for a great many changes in organization, procedures, and general handling of library materials if the rich resources of the library were to be exploited fully. On the basis of knowledge gained during this period, and in discussion with staff members and general faculty members it was decided at an early fall staff meeting that the Library during the year 1952-53 would make a special effort to create a library awareness among students and faculty and would attempt to make materials more easily accessible, through the reshelving of some materials, reorganization of procedures, reclassification and recataloging to whatever extent possible, and the withdrawal of obsolete materials.

Needless to say, all of the above could not be accomplished in one year, but I feel that we have made great progress. Through the medium of a letter to the faculty each month together with a list of recent acquisitions I have managed to keep the faculty aware of what has been transpiring in the library, while further publicity has been achieved through the effective use of displays and personal contacts by all members of the staff. The extent to which the second broad objective has been achieved can be seen in the account of the work of the various departments of the Library during the past year.

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REFERENCE DEPARTMENT

Following the inventory of the reference collection all reference books were removed from the Reference Librarian's office and from the locked cases in the Reference Room and were shelved on open shelves in one sequence according to the Dewey classification scheme. Previously there had been five different groupings of reference books, each section with particular lending restrictions, and some under lock and key.

As a part of this reorganization seldom-used materials were transferred to the regular stacks and out-of-date volumes were replaced by more recent editions. Volumes which were missing during the inventory were searched again later in the year, and those still missing were officially withdrawn from the records. The collection as it now exists is currently useful and can easily be kept up-to-date.

Perhaps the most ambitious project in this department was the complete overhauling of the pamphlet files and their removal from the Reference Librarian's office to the Reference Room. Every pamphlet was examined in the light of its usefulness, and a ruthless program of weeding was carried on. As the statistics below indicate, the collection was reduced by almost 75 per cent. New folders were lettered for the entire files, a completely new system of subject headings based on the Vertical File Service headings and the Readers Guide To Periodical Literature was introduced, and a new card index of subject entries was made. The great effort put into this project seems completely justified when we see the extent to which the use of pamphlet materials has increased. During the period September through February an average of 42 pamphlets per month were circulated for home use. On March 1 the weeded and revised files were removed to the Reference Room and thereafter the monthly average was 186, a gain of 343%. Although there is no way for us to measure statistically the increased use of pamphlet materials in the room, our observation is that the increase would be even greater. During the year a total of 997 pamphlets were circulated for home use.

An innovation in our pamphlet files is the creation of a separate "Education File" in which pamphlet materials in the field of Education which are especially helpful to the person in that field have been brought together by Mrs. Keniston under appropriate subject headings. This file has proven an extremely helpful one and is used constantly by students and faculty. This useful reference resource is constantly being expanded as new free and inexpensive materials are located by Mrs. Keniston.

REFERENCE STATISTICS

Total pamphlets September, 1952	35,869
Withdrawn 1952-53	28,393
Added 1952-53	1,611
Net loss	--26,782
Total pamphlets June 30, 1953	
Education file	1,463
General file	7,624

Total 9,087

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At first glance one might be alarmed at the great reduction in the total number of pamphlets, but actually it is a very healthy condition, for the "loss" represents the wholesale withdrawal of obsolete and useless materials.

Likewise, the file of index entries has been reduced from 2328 to 1490, but here, too, the new figure represents a greatly improved reference tool to which we can add systematically henceforth. Of the above total 356 entries are for the Education File and 1134 are for the General File.

Another area of reference service which statistically does not loom large but which has been a considerable service to some faculty members is interlibrary borrowing. Nineteen volumes were borrowed from various parts of the country, each transaction involving a good deal of research. Interlibrary loan procedures were set up here to conform with current standard library practice.

During the year our collection of college catalogs was weeded carefully and a practically new collection was assembled. We have attempted to acquire catalogs from all colleges in Michigan, all teachers colleges with enrollments over 1500, and the larger colleges and universities around the country.

The library orientation program for freshmen and new students was primarily a Reference Department project, though other departments helped with it. Two lectures were given the students during Freshman Week, and during the second semester 18 lectures were given the freshman composition classes in the library preparatory to their doing their term research projects. In addition to these lectures, several lectures were given on special materials for some advanced classes. It is hoped that during this next year we can continue this program and also bring out a new library handbook to help the students find their way around the library.

A discussion of reorganization activities and a listing of statistical evidence of work done fail to do justice to the Reference Department for they do not tell the whole story of the high quality of reference service that has been given during the year. The efficient and generous help that Mrs. Keniston and Mrs. Hanna - and other members, too, as they have helped in that department - have given students and faculty cannot be charted on a graph or listed in a statistical table, but the results of this service can be seen in the sincere appreciation shown by student and faculty and in their improved use of library facilities.

CIRCULATION DEPARTMENT

Reorganization of this department during this past year has involved a tremendous amount of work on the part of Mr. Hyatt, hard physical labor as well as professional planning. Handicapped by having to depend largely upon inexperienced student help, he nevertheless managed to effect changes which are basic improvements in the department and which facilitate service considerably.

A major project was the complete reorganization of the reserve collection. Following is Mr. Hyatt's description of this undertaking:

"First, a complete inventory of the collection was made, and then the reserve catalog was torn apart and rearranged according to the name of the instructor who had originally requested to have the material placed on reserve.

From this, lists were typed and sent to each instructor with the request that he revise the list and eliminate all items which no longer need to be on reserve. The response to this request made it possible to reduce the size of the collection by approximately 20%. All items found to be missing from the collection have been searched and a fair percentage located. After the size of the collection was reduced, new catalog cards were typed for each title remaining on reserve, and the two new reserve catalogs were checked against each other for discrepancies.

"The new circulation system installed for use with the reserve collection is one which makes use of a separate book card for each volume, rather than the formerly-used call slip. To check out a book, the student now asks for it by author and title. When it is brought back to him he signs his name and address on the book card which is to be found in the book, and this completes the charge so far as the student is concerned. The person working at the desk enters the date and time of the charge on the card, and files it. To put this system into operation it was necessary to rearrange the entire reserve collection according to author and title, and type an individual book card for each volume."

In the fall plans were made for a "Browsing Collection" to be established in the northeast corner of the Periodicals Reading Room. A davenport, two chairs, and a coffee table were ordered, and when they arrived in the spring, the Circulation Librarian transferred about 300 volumes from the general stacks and processed them for this collection. New titles were purchased for this collection and were added as they arrived. The students and faculty have found this a delightful corner in which to find materials for recreational reading selected to suit a variety of tastes, and we hope that we can expand this collection as time goes on.

Crowded conditions made it necessary to consolidate and remove materials from about half of the 4th level of stacks to make room for the shifting of the latter half of the 900's from the 3d level. This made it possible to expand 800's and the first half of the 900's and to move the 700's from the 2d level to the 3d. In the space cleared on the 2d level we plan to move the over-size volumes, which are presently shelved on the 4th level. This will place them directly behind the circulation desk, a much more convenient place for these large volumes.

Changes in circulation routines during the past year include the following:

- (1) Instead of having books due two weeks from the day they are taken out they are due two weeks from the following Wednesday. This means that a book always falls due on Wednesday and has a circulation period of from 14 to 20 days. This reduces the number of files for student circulation from 31 to 4 (5 if there are five Wednesdays in the month).
- (2) The practice of maintaining a separate file of cards and operating a double charge system for faculty members was discontinued. This kind of file is too difficult to maintain accurately, and if it is not accurate, it is worse than none at all.

- (3) A system of cutting fines in half if paid when book is returned was instituted during the 2d semester. The number of outstanding fines was reduced, but there was a noticeable increase in overdue books. The system was discontinued at the end of the spring semester.
- (4) An earlier practice was reinstated whereby new books are held for a short period of time to enable the faculty member who requested the purchase of the book to have the first opportunity to check out the book. The notifications that new books have arrived are sent out to the faculty members by the Circulation Department.

By means of special letters to students and faculty an attempt was made to clear up student fines and overdue books and to bring up to date our file of faculty charges. Mr. Hyatt reports that "although not overwhelming, the response was great enough to justify the time spent in sending out the letters." During the process of checking faculty charges many volumes were officially withdrawn as they were found to be lost or unaccounted for. Hereafter we hope to review faculty charges at the end of each semester in order that we can maintain an accurate record of our materials.

During this next year we plan to change over to 3 x 5 call slips of heavier stock than those which are now used. The slip currently used is smaller than standard size and is awkward for the student to fill out and for us to file.

CIRCULATION STATISTICS

1952-53

HOME USE OF BOOKS

	<u>Faculty</u>	<u>Student</u>
General books	2435	23224
Reserve books	133	7872
Correspondence	---	152
	<hr/> 2568	<hr/> 31248

BOOKS AND PERIODICALS USED IN LIBRARY

General circulation	15260
Reserve books	<hr/> 24565
	39825

CATALOG DEPARTMENT

It was obvious to all of us last fall that drastic action needed to be taken regarding the cataloging and classification of the library's collection. We were amazed to find the highly unusual situation where in a collection of over 100,000 volumes no volume had a cutter number (author number). The use of a cutter number as part of a call number places books by a particular author on a certain subject in one place and makes it possible to give every book in the library a distinctive call number. In a library properly classified and cataloged no two books can have the same call numbers. In our library it is possible theoretically to have any number of books with identical numbers. For example, the number used here until last fall for all yearbooks put out by the National Education Association was 370.5. This meant that we had on our shelves more than 150 volumes with this call number, the only distinguishing feature being the accession number.

Because we have closed stacks the user of the library perhaps does not realize that the lack of a cutter number makes any difference in maintaining a collection. The people working in the Circulation Department, however, appreciate the problem fully. Locating books on the shelves and shelving them in their proper places are time-consuming and frustrating tasks, to say the least. To complicate matters for the page, between one-third and one-half of the volumes have no number lettered on the spine of the book, making it necessary often to look inside a number of books to find the title a person wants.

In addition to this problem we found evidences throughout the collection of a liberal adaptation of the Dewey Decimal Classification which over a period of many years has resulted in an awkward arrangement of books and in which the purpose of classification, which is the placing of like materials together, has been thwarted. A case in point is the 813's, which in Dewey's scheme is a minor class used for American miscellany but in this library includes American poetry, fiction, drama, criticism, essays, biography of writers, and practically everything else pertaining even remotely to American literature. The use of such a broad classification for such a large and important segment of the collection makes approach to this section about impossible except through the dictionary catalog, and even then equipped with a classification number, author and title a page has an exasperating time trying to locate a particular volume.

This problem is not a newly-discovered one in this library, for reports of the former head cataloger decry the existing situation too. However, for some reason or other the problem has never been faced squarely until this time. We decided last fall that we would classify, catalog, and "cutter" new materials according to the best standards of good library practice regardless of the fact that in many cases we would be separating new materials on a particular subject from the old. This does not alarm us, however, for over a period of years the new material will form a strong, well cataloged collection, and as time permits, old materials will be discarded or recataloged giving us eventually a healthy collection organized in the best tradition of professional library practice. I cannot help but think that had this problem been met head-on thirty years ago we would have had today thirty years accumulation of well-cataloged materials, and most of the rest of the collection could now be discarded.

Early in the fall we acquired copies of the 14th Edition of Dewey's Decimal Classification, the Library of Congress Subject Headings, and the Cutter-Sanborn 3-Figure Author Table, none of which the Library had previously owned. We decided to use the 14th edition of Dewey as our general authority in cataloging and the 15th only to the extent that it suggested classification for subjects not handled by the 14th edition.

The single volume of the Library of Congress Subject Headings was checked against our card catalog and henceforth will be our subject heading authority instead of the 18 drawer file previously maintained. The checking of this list was a tedious and time-consuming task but an extremely worthwhile one, for now we have a subject authority file which can be maintained consistently according to the best library standards. The Sears List of Subject Headings was checked against the Roosevelt catalog and will henceforth be our authority for that catalog and for the children's literature collection.

Another change involving the card catalog, and also a sizeable chore, was the transfer of the children's literature cards from the main catalog to the catalog up in the Reserve Reading Room, near the collection itself. At the same time, the author cards which had been in the 2d floor catalog were moved to the main catalog, giving us a union catalog downstairs and the dictionary catalog for the collection at the point where it is most needed.

The cataloging of a practically new textbooks collection was a considerable task for the department this year, involving not only the processing of the new titles but also the withdrawal of the old. Withdrawals, in fact, were an important part of the work of this department in more than textbooks materials. A large volume of materials were officially withdrawn, a process that takes a good deal of time. Too often non-librarians fail to realize the cost to the library of withdrawing materials.

An intensive program of recataloging could not be attempted with our present staff, but considering the magnitude of the task facing this department last fall we feel that a good start was made, as can be seen in the statistics below. The recataloging has been limited to those volumes that were superseded during the year by new editions, especially in the case of yearbooks of the various educational societies. In addition to these some recataloging was done as special problems arose that needed immediate attention. The committee members of the AACTE when they visited us last fall remarked that additional staff ought to be hired and set to work reclassifying and recataloging the entire collection. We hope next year to attack this problem in earnest with our limited staff, but we have no illusions as to the magnitude of the task.

All of the above describes only major accomplishments and fails to tell of many other important changes that have taken place in this department. Space, however, does not permit as thorough a statement as the department deserves. Suffice it to say that this department is well on the way to the development of a professionally sound base upon which the collection of this library can be developed.

CATALOG DEPARTMENT STATISTICS
1952-53

	<u>College</u>	<u>Roosevelt</u>	<u>Rackham</u>	<u>Total</u>
*Total vols. Nov. 1, 1952	97,102	12,073	3,180	112,355
Vols. added	2,437	360	92	2,889
Vols. withdrawn	1,233	36	--	1,269
Net vols. added	1,204	324	92	1,620

Total June 30, 1953	98,306	12,397	3,272	113,975
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Total vols. recataloged	1,106	6	--	1,112
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	<u>Dictionary Catalog</u>	<u>Shelf List</u>
**Cards in College Library Nov. 1, 1952	179,640	60,671
Cards added	15,032	1,736
Cards withdrawn	10,138	389
Net total added	4,894	1,347
Total June 30, 1953	184,534	62,018

* The figure used in previous years to indicate the total number of volumes in our library has been actually the total number of volumes that had been acquired over the years, but no account was taken of volumes withdrawn from the collection. Our most recent accession number, for example, is 145,138, which means that we have brought that many volumes into the library since the library was established. It is not, however, an accurate account of the total number of volumes that are now in the library.

The totals listed as of November 1, 1952 were arrived at by taking a ten per cent sample count of our shelf list records, which is the record that we keep of the books on our shelves and those at Rackham, Roosevelt, and other collections on the campus which this library processes. It does not include the books in the Lincoln School Library, since the college library no longer processes their materials. The figures cannot be precisely accurate, but they are much more nearly a true statement of the number of volumes in our library than the figure arrived at through the accession record. On November 1, 1952, the last accession number was 142,455, as against 112,355, which was the total arrived at by the sample count.

** Does not include cards in Roosevelt library.

PERIODICALS AND BINDING

This past year has been a most difficult one in this area for three reasons: (1) insufficient staff, (2) the large binding arrearage and general disorder of unbound periodicals, and (3) poor service from the bindery holding the state contract.

In regard to the first problem, we were short handed in that the binding and periodicals position left vacant by Mr. Green had not been filled. Mr. Hyatt assumed these duties in addition to his regular circulation duties during the fall semester and did a great deal toward straightening out a bad situation. During the second semester I took over the periodicals and binding duties myself in order to relieve Mr. Hyatt, who had really been doing the work of two people. In both cases the added duties resulted in overloading of personnel and was not a good situation.

The second problem was a staggering one and steps were taken immediately to relieve a bad situation. An estimated 1600-2000 unbound periodical volumes had been shelved in the binding room and on the "current volume" shelves in the stacks. Those in the binding room were for all practical purposes inaccessible and those on the shelves were extremely difficult to locate because of crowded conditions. We succeeded in clearing out a good many pamphlets, government documents, and back issues of magazines from the stacks where loose issues were shelved, and through reorganization and an accelerated binding program we were able to thin out the section so that its materials can now be located there easily.

During the course of the year we bound over 300 bibliographic volumes with a temporary plastic material and got them back into circulation. In addition to this we prepared 394 physical volumes for regular binding, about 75% of which have been returned from the bindery and are on the shelves. This represents a

great improvement over the situation that we found in the fall, but there is still a great deal to be done in this area. Only 158 books were bound during the year, but this limitation was necessary because of the urgency of getting the periodicals bound and back into circulation. The time is about here when an extra allotment of funds is necessary to help this department to catch up. Through a misunderstanding in budgeting prior to the fall of 1952, binding funds have been seriously curtailed and we have had to "steal" from books funds to carry on a minimum program.

To make our bound periodicals more easily accessible, Mr. Hyatt undertook the gigantic task of reshelving all bound periodicals by title instead of by call number. This means that a person need not have a call number to locate a periodical but can request it simply by title. This is especially helpful to the person working in the stacks, for it often saves him trips up stairs to the card catalog. As part of the same project, yearbooks were transferred to the regular stacks, where they can circulate under less restrictive loans. As new bound periodicals come into the library the call number is omitted, and as time permits, we are removing call numbers (or covering them with black labels) from the spines of the old volumes. Our plan for next year is to inventory this collection and then set up an efficient Kardex system of records for our periodicals.

The third problem to beset us in this department has been the dilatory manner in which binding shipments have been handled by Wagenvoord and Company. In the first place, when we prepared two or more bibliographic volumes for binding into one physical volume, a practice common in all good libraries, Wagenvoord and Company objected strenuously and refused to bind materials under these conditions unless an added charge were allowed. Although the State contract does not restrict binding to single bibliographic volumes, I finally agreed to the extra charge, subject to the approval of the appropriate officials at Lansing, in order that our urgently needed binding program could be expedited. Even after this concession, binding shipments have been slow to return to us. At the time of this writing (July 21) our last shipment of April 14 has not yet been returned to us, though it was faithfully promised us by May 15 at the very latest. I strongly recommend that promptness of delivery be a condition of high priority in the awarding of a new binding contract, which I understand will be let this next year. I recommend, also, that the opinions of other librarians in the state institutions be considered before the contract is awarded.

Because of the great need to get periodicals bound temporarily and back on the shelves very little mending or pamphlet binding has been done this past year, but it is hoped that enough student help will be available this next year so that this important work need not be slighted again.

A total of 525 periodicals and newspapers are received regularly by the College library, 297 of which are ordered as an annual subscription order and the rest coming as gifts, individual subscriptions or through memberships. We hope during this next year to make a study of the use of periodicals in our library on the basis of which we can reappraise our periodicals and binding needs.

ORDER DEPARTMENT

Because this department was already operating smoothly under the able direction of Mrs. Wanda Bates, reorganization was not immediately necessary here as was the case in the other departments. As time permits, however, during this next year we hope to re-examine our order procedures with a view toward streamlining them to whatever extent it is possible.

While the regular routine of order work is a large job in itself, a large block of time during this past year was given over to the reactivation of the Textbook Library, or the Curriculum Library as it is often called, which is under the direction of Mrs. Bates. The collection which existed when we began work on it last fall was in a moribund state and was of little practical use to the students. The median imprint date of the textbooks was 1937 and the collection was situated in an obscure corner of the Reserve Room.

Form letters were sent to publishers describing our plans for a Curriculum Library and requesting their co-operation in the development of the collection. In each case a list of titles (with copyright dates) of the publishers books in our collection was enclosed. The response was immediate as publishers hurried to withdraw superseded titles and to replace them with new. During the year a total of 742 volumes were added in this way, the old volumes were discarded and the revitalized collection was moved into a light, pleasant corner in the Reserve Reading Room.

At the same time that the textbooks were being brought up to date Mrs. Bates, with the help of Mr. Slay and Mr. McGill of the Education Department, withdrew useless, outdated courses of studies, which were a part of the Curriculum Library. These courses of study had been acquired over the years from various public school systems throughout the country and were sadly outdated. An acquisitions program was embarked upon and before the end of the year the collection was completely rejuvenated. During the year 146 courses of study were added and 725 were withdrawn, reducing the collection from 1225 to a good workable collection of 656.

It is hoped that we can expand this area so that we will have in addition to a strong collection of current elementary and secondary school textbooks and useful courses of study a variety of educational materials particularly useful to the student in Education. The Education File organized this past year by Mrs. Keniston may some time be moved into this area of the library's resources as the Curriculum Library is expanded.

STATISTICS

Though library statistics must be used for comparative purposes with caution, they are a necessary evil, and a library is wise to decide exactly what statistics it can make use of and then keep them consistently thereafter. Early in the year the staff discussed this problem and forms were devised on which simple monthly reports could be submitted to the Librarian, so that at any time he would have available the data necessary for the filling out of reports requested by the U.S. Office of Education, the American Library Association and other statistically-minded organizations or individuals.

PHYSICAL PLANT

We feel fortunate to have the very fine library building we have here, and we hear many favorable comments about it as visitors come to the library. The decor is attractive generally, and with the painting of the offices and corridors this spring the building has now been completely redecorated. A greatly appreciated piece of new equipment installed in the library this past year is the electric water cooler.

Work has been started, I am told, on the repair of the ventilating equipment in the building, a much needed repair. Without proper ventilation bindings of books deteriorate in the stacks, not to say what it does to the discomfort of individuals working in the library. We hope that the repair of this equipment can be completed before long.

We hope that during this next year some remodeling can be done at our circulation desk. The desk was designed so that the outer part is at counter height and the inner part is at desk height. The thought, presumable, was that circulation is a leisurely routine in which the staff member was seated and the user of the library stood. Actually, in practice the staff member stands most of the time as she handles circulation duties and generally assumes the position of a person weeding a garden. It would be a very simple matter to remodel a portion of the long desk so that at the point of circulation the desk would be counter height all the way across. At the same time adequate lighting should be installed at this point, for the kind of work done at this desk requires far better light than is now available here.

In our building we are faced with the unhappy situation where the order and catalog departments are on two different floors with two flights of stairs between them. Without a major renovation this condition cannot be corrected, but an improvement could be effected if a lift could be installed from the order department to the catalog room. It would not have to be large enough to accommodate a person but ought to be big enough to hold a book truck. A lift such as this would be a great help in these departments, where under the present arrangement armloads of books are transported up and down the stairs by individuals.

It is hoped that the time will come soon when adequate classroom space can be found for the Modern Languages department so that that area can be turned over to the Library Science department. Miss Robinson is temporarily using a corner of our Reserve Reading for her office and laboratory collection, but it is not permanently a good arrangement. In fact, as we implement our plans for making a separate department for our reserve and special collections we shall want to reclaim her office for the use of the person put in charge of that area. We can manage during 1953-54, but new quarters ought to be found for Miss Robinson for the following year.

I should like to express my appreciation for the considerate and helpful attitude of the Buildings and Grounds staff in their relations with us. They have been more than generous in giving their time to maintain and improve our physical plant. We feel especially fortunate to have a man like Mr. Le Baron as custodian for our building.

LIBRARY STAFF

As indicated earlier in this report we have been understaffed during this past year, a situation which is being improved with the addition of a professional position this next year. In the report of the AACTE Visitation Committee they pointed out that where we had a staff of seven professionals and approximately 350 hours per week of student help (the figure really should have been 300) we ought to have 10 professionals and approximately the same amount of student assistance in order to meet minimum standards of the American Library Association. I was told when I accepted my position here that a full-time clerical would be hired for the Librarian, but thus far that position has not materialized. This position should be allowed as soon as possible, for student typists divided among the various departments cannot do as efficient job as one full-time person centrally supervised. As new professional positions are added to meet ALA standards I hope that added staff can be found for the Catalog and Circulations departments.

We have had an excellent staff during this past year and feel that each made a significant contribution to the development of the library. Besides being interested in the growth of our own library; staff members have taken an active part in local, district, state and national professional library activities. All staff members managed to attend at least one of the Michigan Library Association meetings in Lansing, Albion and Grosse Point and some participated actively at these meetings. Mrs. Bates was elected Secretary-Treasurer of the College Section of the Michigan Library Association for 1953; Mrs. Keniston during this past year has served as Secretary-Treasurer of the District III of the Michigan Library Association, has been an active member of the Committee on Intellectual Freedom of MLA, and is Vice-President and President-elect of the Ann Arbor Library Club; and your Librarian appeared on the Teachers College section program at the Mid-Winter meeting of the American Library Association in Chicago.

On our campus the Library Staff was host to about ninety librarians this spring when the Ann Arbor Library Club held their spring meeting at McKenny Hall. The Ann Arbor librarians seem sincerely happy at the active participation of MSNC librarians in this organization and enjoyed meeting on our campus. We hope to make the spring meeting here an annual affair.

The Library Staff has been well represented in campus activities with Mrs. Bates acting as a pre-registration adviser, faculty sponsor for a social sorority, and a member of the Committee of Alumni Reunions; Mrs. Keniston as a member of the Committee to Prepare a Graduate Program in the Field of Contemporary Civilization and Its Background, and the Committee on Decorations for Commencement; and your Librarian as a member of the General Education Aims and Objectives, and Curriculum Committees. In addition to these specific assignments all staff members have been active in academic community affairs.

It was our misfortune to lose Mr. John Hyatt this spring, who resigned to accept a position of Head of Technical Processes at the Racine Public Library, but we feel fortunate in having found a very capable replacement in the person of Paul Kelly, who has been Head of Circulation at the University of Delaware Library for the past three years. We feel confident that he will pick up right where Mr. Hyatt left off and that the Circulation Department will continue to progress within the framework set up by Mr. Hyatt.

Mr. Donald C. Dickinson has been appointed Assistant Reference Librarian to begin next fall, and with a realignment of staff we can now strengthen various departments within the Library. Special collections, including reserve books, children's literature and the Curriculum Library, will be established as a separate department with full time staff supervision; the new Head of Circulation will be responsible for circulation and periodicals; and your Librarian will handle binding. This should make for a more effective organization than we have had this year, and having full time supervision of special collections will provide a kind of service in that area that has heretofore been non-existent.

Student help has presented the usual problems, but considering everything I think we have had a pretty good student staff. When we must depend upon so many part-time employees (30-35) we cannot operate as efficiently as we could with fewer but full-time non-professionals. This is especially true in our Circulation Department, where most of our student assistants are used. An in-service training program for so many students is difficult to carry on, and with a constantly changing staff this training must be given all the time. Then, too, there is the problem that presents itself during examination periods, when students find they cannot both work and study for exams. Our work schedules suffer as a result, and library service deteriorates. This happened during the spring semester, resulting in our not using all of the student help budget allocated to us and in the curtailment of services. I hope that consideration can be given to the addition of a full-time non-professional in the Circulation Department, which could reduce the number of part-time employees to an efficient working force, and would provide for a dependable assistant for the Circulation Librarian.

THE COLLECTION

As we have worked with the collection during the past year we have been impressed by the many excellent titles this library possesses. Over the years rich resources have been acquired, many of which are not found in most teachers college libraries. There are weaknesses, of course, as there are in all libraries, but these can be strengthened by a carefully planned acquisitions program. We hope this next year to begin a systematic program of weeding, replacing old editions with new, and filling in gaps where necessary. This must be a long-term project in which the help of the various academic departments must be solicited.

A good start toward the weeding of the collections was made during the last years of Miss Andrews' administration, but many of the titles withdrawn then are still stored in the basement stacks and must be disposed of. During this past year we listed a large number of withdrawn bound periodical volumes on the second hand market and succeeded in selling 472 volumes. This next year we must clear out many times that number of volumes from our stacks to make room for new materials.

LIBRARY BUDGET

As was pointed out in the report of the AACTE Visitation Committee, a library of our size ought to be spending \$25,690 annually for books, periodicals, and binding if we are to meet American Library Association Standards. This is in contrast to the \$10,720 actually spent for these materials during 1952-53.

Further evidence of our weakness in this area is shown below when we compare our expenditures with those of other teachers colleges as listed in the January, 1953 issue of College and Research Libraries. In all categories we fall far below the median. In fact, among the 53 Colleges there are only 6 lower than we are in the first category, 11 in the second, and 3 in the third. This is not an enviable position for a college which in other departments has maintained for so many years such a position of eminence among teachers colleges throughout the nation.

BUDGET STATISTICS FOR 53 STATE
TEACHERS COLLEGES IN AMERICA 1952-53

	<u>53 COLLEGES</u>			<u>12 COLLEGES WITH 1500-3000 ENROLLMENT</u>			<u>MSNC 1952-53</u>
	<u>LOW</u>	<u>MED.</u>	<u>HIGH</u>	<u>LOW</u>	<u>MED.</u>	<u>HIGH</u>	
Spent per student for books,peri- odicals, and binding	\$ 3.03	8.41	22.01	3.03	8.19	13.73	4.80
Operating expen- ditures per student	\$ 15.87	32.87	59.17	15.87	28.79	51.76	24.28
Percent of Insti- tutional expen- ditures for library purposes	2.15%	4.65%	9.16%	2.79%	5.53%	7.38%	*3.0%

- * Rosenlof study of American Teachers recommends 7%.
Barcus study of better teachers colleges found that 5.3% was average.

Discussion of this problem during the past year with our Controller has been mutually helpful, and I feel confident that steps will be taken to improve the situation. I realize that we cannot hope to come up to standard in one fiscal year, but we should be aiming toward that goal in our planning for the next few years.

CONCLUSION

This first year has been extremely difficult, as is usually the case when one assumes a new position. A great deal has been accomplished, and I want to take this opportunity to say that it could not have been done without the cooperation of the excellent staff that we have. Individual staff members have carried far more than their normal load in order to bring about reorganization of library procedures along sound professional lines.

With the basic reorganization accomplished I hope that we can move at a more relaxed pace and spend next year consolidating the gains we have made.

Personally, the years work has been stimulating, and it has been a pleasure to work with the fine people on the library staff and the faculty generally.

Respectfully submitted,

E. W. Erickson
Librarian

UNIVERSITY OF ILLINOIS-URBANA

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Annual report of the director of the lib



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